

2110.01 Registration Procedures

Issued January 1, 1994

SUBJECT: Registration Procedures.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To inform those responsible for registration of USTs of the procedures to follow for obtaining and maintaining proper registration with the State Fire Marshal.

CONTACT AGENCY: Department of State Police (DSP) - Fire Marshal Division (FMD), Hazardous Materials Section, Registration Unit.

TELEPHONE/FAX: 517/322-1864

FAX: 517/322-0430

SUMMARY: An owner of a regulated UST is required to submit a plan review (FM-23A) form 45 days prior to use, and to submit a registration for underground storage tank (FM-23B) and pay the \$100 per tank registration fee when a new tank is installed, or as soon as an unregistered tank is discovered. An FM-23B amendment is required any time information reported on the form changes. In addition, the registration fee is required when the FMD sends an invoice (inter-account billing), not more than annually. Notices used to invoice for fees and/or verify tanks are prepared November 1 each year and are due December 15.

APPLICABLE FORMS: FM-23B, Plan Review.
FM-23B, Registration for Underground Storage Tank.

PROCEDURES:

Agency:

- Before installation of a new UST, a Plan Review Form FM-23A must be submitted to the FMD.
- Send complete registration form to:
Michigan State Police
Fire Marshal Division
Hazardous Materials Section
P.O. Box 30157
Lansing, Michigan 48909
- If you intend to operate a new UST, you must register the new tank(s) with the Fire Marshal by completing the FM-23B and submit it with a payment of \$100 for all new tanks registered. If a previously unregistered UST is discovered, a registration form is required to be filed immediately. It is suggested that the initial form be faxed. The hard paper copy is to follow in the mail along with payment of \$100 per tank.
- If the agency changes information that is contained on the registration form, the agency is required to complete an amended FM-23B.
- Annually the FMD asks the agency to pay a registration fee (unless the fee is suspended) and to verify the tank information by returning an invoice and paying all fees.
- The FMD, after verifying the tank information and verifying that all fees are paid, will send a registration certificate. The certificate is to be displayed at the tank location. It must be made available to hazardous material inspectors and product haulers.

General Information:

- If there are any questions regarding the plan review process, ask for the Technical Review Unit. Questions about the registration or fee payment process should be directed to the Registration Unit. Both units can be reached at 517/322-1935.

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